

FBV2 Change Parked Document



Process: Change a parked document using FBV2. Do not change document if approval and documentation has been sent to a central accounting department.

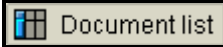
Role: General User

Frequency: When needed

BEGINNING

Does a parked GL document need to be changed?	Yes
Has approval signature(s) and documentation been forwarded to General Accounting, SPA, or Hospital Accounting?	Yes, Do Not Change - call the appropriate accounting department first; No, proceed
Enter the Transaction Code	FBV2

INITIAL SCREEN

Company Code	Enter UK00
Document Number	Enter the document number or use the  button to find a document number
Fiscal Year	Enter the current fiscal year
Press Enter	

EDIT CHANGES TO DOCUMENT FIELDS

Reference	Change the accounting department where the documentation will be filed: GA, SPA, or HOSP
Doc. Header Text	Change the reason for the document
G/L acct	Change the appropriate GL account number or use the Possible Entries icon to search
D/C	Change either Debit or Credit
Amount in doc. Curr.	Change the amount of the debit or credit
Assignment no.	Change the assignment number, if applicable
Text	Change appropriate line item text (Optional)

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form


<http://myhelp.uky.edu/>

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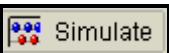
Cost Center	Change the appropriate cost center or use the Possible Entries icon to search
Order	Change the appropriate internal order or use the Possible Entries icon to search
WBS Element	Change the appropriate WBS element or use the Possible Entries icon to search
Fund	Change the fund, if using a WBS element



VALIDATE AND PARK THE DOCUMENT

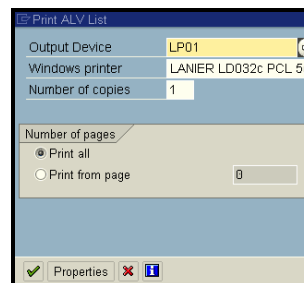
Validate the data entry Press Enter or click the Enter icon 

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment ...	Text	Busi...	Cost center
✓	590020	F&A Cost	Debit	310.70		OH Charge	0201	
✓	590020	F&A Cost	Debit	320.00		OH Charge	0201	
✓	590020	F&A Cost	Debit	350.00		OH Charge	0201	
✓	475010	F&A Cost Recovery	Credit	980.70			0101	1011659740

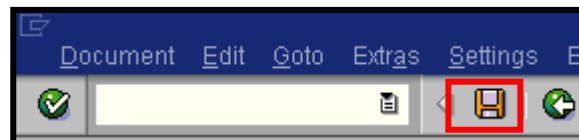
Green checkmarks appear in the Status column for each line item. This checkmark means that the data entered on that line is valid and accepted by the system. It does not mean that the data is accurate, e.g., correct cost center or amount.



Click on the Simulate button  to view the entered values before posting.


Select the printer icon,  to print the document, after selecting the printer icon, the Print ALV list window appears – if you have set up your default printer in your user profile (System / User Profile / Own data), your default printer will appear. If you accept the default settings select the continue icon,  at the bottom of the window.



To park the document as incomplete. Click on the Save icon located on the Standard Toolbar



To park the document as complete. Click on the Save As Completed or Complete button  or 

When the document is parked, remember to write down the number on the printout 

Notify the appropriate central accounting department by forwarding the printout with the document number and attach any required back-up documentation.